

SANDY CITY
APPROVED CLASS SPECIFICATIONS

I.	<u>Position Title:</u>	Executive Secretary - Public Utilities	<u>Revision Date:</u>	12/16
			<u>EEO Category:</u>	Admin. Support
			<u>Status:</u>	Non-exempt
			<u>Control No:</u>	30536

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision and direction of the Public Utilities Director, performs a wide variety of secretarial services and administrative detail

III. Essential Duties:

Assists the Public Utilities Director in the following:

- Represents positively the Public Utilities department and the Public Utilities Director in dealing with the public, staff, etc. in City related matters.
- Handles personnel matters for the Public Utilities department: assistance in the hiring process, and termination process; maintains confidential files; processes PAF's to the Human Resources office; coordinates personnel activity with the director, division heads, and affected individuals.
- Manages and inputs office payroll timesheets and resolves issues relating to payroll.
- Attends related committee meetings, prepares agendas, contacts members, takes and transcribes meeting minutes.
- Obtains documents and reports from staff and department director for inclusion in the monthly board meeting packets for distribution of materials to committee members.
- Assists in maintaining office files and records including a large volume of confidential information.
- Responds to a variety of correspondence using own discretion with minimal direction from the director.
- Plans and manages department sponsored events.
- Schedules and coordinates meetings, appointments, and calendar for the Public Utilities Director, managers and various office personnel.
- Maintains orderly and documented flow of paper work, legal documents, and signature items for department.
- Coordinates / schedules travel arrangements for department. Prepares travel requests and expense reports and reconciliations in the City's accounting system.
- Reconciles the director's City charge card.
- Updates department web pages.
- Schedules and coordinates meetings, procures refreshments and meals as required; responsible for department conference room; keeps it orderly and well supplied; oversees scheduling.
- Opens, sorts, reads, and distributes office mail.
- Acts as backup on purchasing procedures, issuing requisitions and purchase orders.
- Assists in answering the main telephone, screens, and follows-up on calls.
- Greets and directs walk-in traffic when needed.
- Assists other departments with incoming public inquiries and complaints when needed.

IV. Marginal Duties:

- Performs other duties as assigned.

V. Qualifications:

Education: Requires high school diploma or equivalent.

Experience: Requires three years of related executive secretarial experience.

Certifications/Licenses: Requires a valid Utah Driver's License.

Probationary Period: A one-year probationary period is a prerequisite to this position.

Knowledge of: Correct English usage, spelling, vocabulary, and arithmetic; clerical and general office practices and procedures; office management; data entry and word processing; effective filing procedures; database theory and management.

Responsibility for: Great responsibility for the care, condition and use of materials, equipment, and tools; discretion when working with other department and city employees; care for confidential information when filing and providing information to others.

Communication Skills: Glean relevant information to inform personnel and the public regarding City ordinances and practices; able to calmly communicate and resolve problems with angry or upset claimants; frequent contact with executives on matters requiring explanations and discussions; frequent contacts involving the carrying out of programs and schedules; contacts with other departments, requiring tact and judgement to avoid friction.

Tool, Machine, Equipment Operation: Type 65 wpm; simple research and data collection; report preparation and minor budget data preparation; regular computer use is required with ability to operate mainframe system and word processing software; regular use of printer, phone system, and copier; occasional use of fax machine and electronic typewriter.

Analytical Ability: Work credibly with confidential records; organizational skills including the ability to prioritize in order to meet deadlines.

VI. Working Conditions:

Physical Demands: While performing duties of job, employee typically handles office equipment, objects, or controls; may periodically bend, stoop or crouch; and frequently communicates with others. Employee will sit or stand for long periods of time and may occasionally move up to 20 pounds.

Work Environment: Employee will work in a generally comfortable office setting. The noise level in the work environment is usually minimal. Moderate pressure and fatigue are present in this position due to occasional exposure to stressful situations and deadlines; constant attendance is required; work procedures are established only unusual cases are referred to supervisor.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____